

Message

From: Region 6 FOIA Coordinators [no-reply@sharepointonline.com]
Sent: 3/28/2017 8:42:24 PM
To: Bayless, Shirley [Bayless.Shirley@epa.gov]; Trim, JEWELINE [Trim.Jill@epa.gov]; Langley, Shirley [Langley.Shirley@epa.gov]; Lane, Leticia [Lane.Leticia@epa.gov]
Subject: NEW: FOIA Assignment for EPA-R6-2017-005415

Please Note:

03/28/17 - DFC may wish to initiate an eDiscovery MS outlook email search request for this FOIA Request. Please forward your MS Outlook request in a separate email to (lane.leticia@epa.gov and alaw.sam@epa.gov), include the following information : Request Number: FOIA Request – EPA-R6-20xx-000000 Information: MS Outlook email search needed for (USER NAME AND EMAIL ADDRESS). Keywords: Date Range: Start Date: MONTH/DATE/YEAR - End Date: MONTH/DATE/YEAR Reviewers: Name and email addresses.

- 1)If determination is made that a FOIA request needs to be assigned to a different Division, Region and/or Headquarters office, please inform the FOIA Office and provide a Point of Contact for that office.
- 2)If determination is made that documents are provided – from one Division to another Division – and you Division is responding for your Division and another Division, you need to obtain written concurrence on final responses with other Divisions or complete a Record of Communication of the action or enter Comments in FOIA online of the action.
- 3)Single Division tasked new FOIA Request which requires your attention.
- 4)Please forward your responses and cost sheets to RFO. Regional due date is 4/25/2017.

You have been assigned to the FOIA request EPA-R6-2017-005415. Additional details for this request are as follows:

- Assigned By: Ho, Nancy
- Request Tracking Number: EPA-R6-2017-005415
- Due Date: 4/25/2017
- Requester: Allan L. Blutstein
- Request Track: Complex
- Short Description: N/A
- Long Description:

1. All emails sent by Clovis Steib (Dallas) that mention Scott Pruitt on December 7, 2016; and 2. All emails sent by Mr. Steib that mention President Trump on March 28, 2017.

[Click here to visit SharePoint site](#)

Thank you
Ho, Nancy